



**Franklin City Council Agenda  
April 8, 2019  
Franklin City Hall Council Chambers  
207 West 2<sup>nd</sup> Avenue**

**7:00 P.M.  
Regular Meeting**

**CALL TO ORDER. . . . . MAYOR FRANK M. RABIL  
PLEASE TURN OFF CELL PHONES. . . . . MAYOR FRANK M. RABIL**

**PLEDGE OF ALLEGIANCE**

**CITIZEN'S TIME**

**AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA:**

- a. Approval of March 18th Work Session, March 25th Regular Meeting, and March 28th Work Session Minutes
- b. Proclamation for National 911 Telecommunicator Week

**2. FINANCE:**

- a. Finance: Budget Amendment Franklin City Public Schools

**3. OLD/ NEW BUSINESS:**

- a. MOU Virginia Main Street and Downtown Franklin Association
- b. LOA City of Franklin and Downtown Franklin Association
  - a. Performance Criteria Exhibit A
- c. Two Hour Parking Ordinance
- d. VRS Long Term Care Agreement
- e. FRHA Resolution
- f. City Manger's Report

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. CLOSED SESSION**

I move that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; to discuss assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its' facilities in the community; to discuss the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and, consultation with the City Attorney, employed by the City, regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1)(3), (5) & (8).

Motion Upon Returning to Open Session- I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

**6. ADJOURNMENT**

## UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

<u>SUBJECT</u>	<u>TENTATIVE TIMELINE</u>
Public Hearing Sale of Camp Family Homestead	April 22 <sup>nd</sup>
ABM Energy Audit	April 22 <sup>nd</sup>
FY 2019-2020 Budget Public Hearing	April 22 <sup>nd</sup>

**Franklin City Council Work Session Meeting**  
**Monday, March 18, 2019 – 6:00 p.m.**  
**City Hall Council Chambers**

The Franklin City Council held a Work Session meeting on Monday, March 18, 2019 at 6:00 p.m. in the City Council Chambers.

**Members of the City Council present at this meeting were:** Mayor Frank Rabil, Vice-Mayor Barry Cheatham, Wynndolyn Copeland, Bobby Cutchins, Benny Burgess, Linwood Johnson and Greg McLemore.

**Others present:** City Manager Amanda Jarratt and City Attorney Taylor Williams.

**Call to Order:** Mayor Rabil called the Work Session to order at 6:00 p.m. He reminded Council that the purpose of the Work Session was to discuss the 2019-2020 Fiscal Year.

City Manager Amanda Jarratt provided a budget overview that included the following:

She informed Council that the real estate tax rate has not been raised since 2015 and that the meals tax rate has not been raised since 2001. There were 2% and 1% raises given in the 2018-2019 fiscal year with no tax increase to support the raises given. City Manager Amanda Jarratt informed Council that 24% of the health insurance increase was absorbed by the City Budget in 2018-2019. Enterprise Funds have continued to support the General Fund to a significant degree beyond their payment for administrative services.

City Manager Amanda Jarratt announced that over \$500,000 was taken from the Undesignated Fund Balance per the budget document and an additional Council action approved over \$1,000,000. She informed Council that \$286,000 was taken from Water/Sewer/Solid Waste and \$677,000 was taken from Vacancy Savings. There are required services the City has to provide and these include: Police, Fire, Solid Waste, Water, Sewer, Streets, Inspections, Treasurer, and Commissioner of the Revenue.

City Council was informed that the total general fund revenues for the year is over \$22,000,000; total expenditure requests for the year is over \$24,000,000; and expenditure requests over projected revenue is over \$1,000,000. City Manager Amanda Jarratt announced that there will be cuts in each department. Police Department will freeze 3 positions and freeze the part time animal control position; the Fire Department will freeze 3 positions, there will be no volunteer fire fighter for their service, and there will be a replacement of 3 obsolete radios a year instead of 5; E-911 will freeze 2 positions; the Commissioner of the Revenue will cut DMV Select positions and associated needs; the Treasurer will cut various office expenses; Parks and Recreation will deny the 2 new positions requested in the budget that had been previously filled, will cut the proposed swimming lessons, will cut repairs to the building at Armory Field, and will cut office supplies, furniture, and some day care scholarships for Summer Jam; Public Works will cut the repairs to the electrical panel at Public Works Garage, will cut the emergency building repair fund, will cut funds for replacement of dead trees and bushes, and will cut the courtesy car at the Franklin Municipal Airport; Community Development will cut computer purchases and various office equipment; City Attorney will cut to continuing education and professional services; IT will reduce equipment purchases and network upgrades; Existing Personnel will have no cost of living increase in

**Franklin City Council Work Session Meeting**  
**Monday, March 18, 2019 – 6:00 p.m.**  
**City Hall Council Chambers**

any department, the City will retain the entire 3% savings from the health insurance costs, there will be no Christmas bonus, there will be no Employee Morale Programs or Events, and there will be no Compression Study; School Funding will reduce to FY 17 levels which is a reduction of \$50,000; Agencies and Organizations will be held at FY 19 levels other than Paul D. Camp Community College and Downtown Franklin Association will be cut by \$10,000.

City Manager Amanda Jarratt informed City Council that only minimal CIP requests need to be funded. Fire and Rescue's Engine 3 replacement will be a 10-year lease of \$60,000 per year at 4.25% and the lease payment for the first 2 years can be paid by funding held by Southampton County. There will be a grant match for Medic 2 replacement, the emergency shelter generator at Franklin High School, police vehicle (USDA), and Parks and Recreations (OBICI). There will be a 10-year lease for the Armory Drive Recreation Park lighting for \$41,500 per year at 4.95%.

Revenue increases were also discussed with Council. Council was informed that she was recommending that the real estate tax rate would increase by 4 cents to \$1.03, which would generate over \$224,000 based on 98.5% collection rate. Meals tax would also increase by 0.5% which would generate over \$72,000. City Manager Amanda Jarratt discussed the transfer of \$395,000 from the Water and Sewer Enterprise Fund and \$400,000 from the Electric Department Fund. The \$80,000 in credit card expenses will be passed to the consumer, saving the City money based on information received from the City Treasurer.

A back-up plan was discussed if revenues were not going to be increased. The fund balance would be reduced to a policy minimum, however, this is not recommended by Davenport. There would be a discussion with the Franklin Public Schools about a significant reduction in funding. There would also be an evaluation on: limiting the non-required department to the current two full time employees or evaluating cutting the department completely; cutting non required departments completely; early retirement opportunities to open and then freezing those positions; reducing in force; other shared services.

City Manager Amanda Jarratt announced that Council is still awaiting receipt of the Franklin Public Schools budget and announced that there is a joint work session scheduled for March 28<sup>th</sup> at 6:00 P.M. If there is a general consensus that this is the approach, then Council will move forward with preparation of the documents.

City Council instructed City Manager Jarratt to make additional cuts to the budget in an effort to put money back in the two fund balance accounts. Manager Jarratt requested a budget work session on March 25<sup>th</sup>, 2019 at 6:00 P.M. to discuss these cuts. She also advised that these cuts would affect personnel.

At the request of Council, Manager Jarratt will be scheduling a Public Hearing for April 14<sup>th</sup>, 2019 and a tentative budget work session (as necessary) on April 22<sup>nd</sup> at 6:00 P.M. (at 7:00 P.M. there will be a Public Hearing on the FY 2019-2020 Proposal Budget). City Council will consider action on the School

**Franklin City Council Work Session Meeting  
Monday, March 18, 2019 – 6:00 p.m.  
City Hall Council Chambers**

Board Budget on April 29<sup>th</sup>. City Council will also consider action on the FY 2019-2020 Budget and setting tax rates and adopting budget resolutions on May 13<sup>th</sup>.

**RECESS**

Councilman Johnson made a motion to recessed the called meeting. Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7-0 vote.

**Mayor Rabil recessed the meeting at 7:20 p.m.**

**These Minutes for March 18, 2019 City Council Called Work Session Meeting were adopted on the 27<sup>th</sup> day of March, 2019.**

---

Mayor

---

Clerk to City Council

**Joint Budget Work Session with Franklin City Public Schools**  
**Thursday, March 28, 2019 – 6:00 p.m.**  
**City Hall 2<sup>nd</sup> Floor Conference Room**

The Franklin City Council held a Joint Budget Work Session Meeting with the Franklin City Public School Board on Thursday, March 28, 2019 at 6:00 p.m. in the 2<sup>nd</sup>

floor conference room located in City Hall.

**Members of the City Council present at this meeting were:** Mayor Frank Rabil, Vice-Mayor Barry Cheatham, Wynndolyn Copeland, Bobby Cutchins, Benny Burgess, Linwood Johnson, and Greg McLemore.

**Others present:** City Manager Amanda Jarratt, City Attorney Taylor Williams, Tracy Spence, Rebecca Jester, Amy Phillips, Andrea Hall-Leonard, Marchelle Williams, Jessica Grant, Robert Holt, Travis Felts, Kelvin Edwards, and Mona Murphy.

**Call to Order:** Mayor Rabil called the Work Session to order at 6:00 p.m. The Franklin School Board called the meeting to order as well. Those in attendance were reminded that the meeting was to go over the FY 2019-2020 Franklin City Public Schools Budget.

The presentation from the School Board was presented by Division Superintendent Tamara Sterling, Pam Kindred, Andrea Hall-Leonard, and Robert Holt. They presented on the Franklin City Public School FY 2019-2020 Proposed Budget that included the following:

They all announced that the State/Basic Funding for Public Schools is primarily based on student enrollment and average daily membership. FCPS enrollment trend continues to decline, which means less funding from the state. Everyone was informed that there is a growing shortage of qualified and desired candidates for employment in the public education field at both the state and national level. Despite the decline in overall enrollment, the increased number of students in poverty, with disabilities, and who are English learners must be effectively and equitably addressed amidst diminishing resources.

They then moved forward to discuss the School Board here in the City of Franklin. The School Board is a component unit of the City of Franklin. The Board derives its authority from the Constitution of Virginia, the Code of Virginia, and the regulations of the State Board of Education. Everyone was reminded that the seven appointed board members of the public body are officers of the Commonwealth and govern the operations of the school division. The School Board enrolls on average 1,100 students each year. Franklin City Public Schools offers pre-kindergarten through grade 12 education; S.P. Morton Elementary School (grades pre-K through 5), J.P. King Jr. Middle School (grades 6-8), and Franklin High School (grades 9-12). All three schools are fully accredited.

All presenters reminded everyone of the mission of Franklin City Public Schools: The mission of Franklin City Public Schools is to work in partnership with students, families, and the community to provide enriching opportunities to empower individual learners to maximize their productive citizens, and life-long learners.



**Joint Budget Work Session with Franklin City Public Schools**  
**Thursday, March 28, 2019 – 6:00 p.m.**  
**City Hall 2<sup>nd</sup> Floor Conference Room**

The sources for the public schools' funding include: State and local funds (over \$6,000,000), City funds (over \$4,000,000), State sales tax (over \$1,000,000), Federal funds grants (over \$2,000,000), Cafeteria funds (over \$800,000), Medicaid funds (\$60,000), and Textbook funds (over \$90,000). These funds total up to be over \$16,000,000.

The ways these funds were used include: instruction (over \$9,000,000); administration, health and attendance (over \$1,000,000); transportation (over \$500,000); enterprise (over \$25,000); maintenance and operations (over \$1,000,000); and technology (over \$600,000). The total amount for use of funds is over \$13,000,000.

The Franklin City Public Schools' FY 2019-2020 proposed eliminations and cuts that include the following: RIF (4) teaching positions; eliminate (1) school level administrator; provide a 3% raise to (SOQ instructional positions only. Funded SOQ instructional positions include teacher, school counselor, librarian, instructional aide, principal, and assistant principal); reduce after school remediation and for credit summer school; reduce (1) central office position from full time to part time; eliminate proposed raises for all other employees (custodians, maintenance workers, bus drivers, secretarial staff); reduce the number of educational and cultural field trips, reduce the number of PALS tutors; reduce the number of athletic programs offered; eliminate proposed Athletic Director position; reduce professional development opportunities for staff; increase in SECEP and ARGS tuition; increase in health insurance benefits.

During the general discussion a number of questions were asked by the City Council. Council asked for a detailed budget as well the cost of the specific costs mentioned in the last slide. Questions were asked regarding the declining attendance and reasons for that. The superintendent indicated she would provide the follow up information prior to the budget work session scheduled for April 3, 2019.

**Adjournment**

Councilman Burgess made a motion to adjourn the called meeting. Councilman Johnson seconded the motion.

Ms. Hall-Leonard from Franklin City Public Schools made a motion to adjourn. Mrs. Phillips seconded the motion.

The motion was approved.

**Mayor Rabil adjourned the meeting at 7:18 P.M.**

**These Minutes for March 28, 2019 City Council Called Joint Budget Work Session Meeting with Franklin City Public Schools were adopted on the 29<sup>th</sup> day of March, 2019.**

---

Mayor

---

Clerk to City Council

**BUDGET AMENDMENT 2019-13**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to authorize the School's transfer of categorical appropriations:

		2018-2019 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
250	<u>SCHOOL OPERATING</u>			
	<u>EXPENDITURES</u>			
60000-0001	Instruction	\$9,654,182	\$9,582,182	\$(122,000)
60000-0011	Technology	735,758	857,758	<u>122,000</u>
				\$0

*Certified copy of resolution adopted by  
Franklin City Council.*

\_\_\_\_\_  
*Clerk to the City Council*





# Franklin City Public Schools

207 West Second Avenue  
Franklin, Virginia 23851-1713  
(757) 569-8111 • Fax (757) 516-1015

## Memorandum

**To:** Amanda Jarratt, City Manager  
**From:** Tamara Sterling, Division Superintendent  
**Date:** 3/19/2019  
**Re:** Categorical Transfer

The Franklin City School Division requests the following categorical transfer.

FROM ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	TO ACCOUNT	ACCOUNT DESCRIPTION
250-4-60000-0001	INSTRUCTION	\$ 122,000.00	250-4-60000-0011	TECHNOLOGY
		<b>TOTAL</b>		<b>\$ 122,000.00</b>

*Tamara Sterling*

*Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, or disability.*



Office of The City Manager  
Amanda C. Jarratt

April 2, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Memorandum of Understanding between Virginia Main Street and the DFA

**Background**

As you all aware the City of Franklin has been a designated Main Street community since 1985. The attached Memorandum of Understanding is an agreement between the Department of Housing and Community Development and the Downtown Franklin Association. The City of Franklin's execution of this agreement is just to acknowledge the Downtown Franklin Association's participation in the Virginia Main Street program and acknowledge that we will support their efforts to revitalize the identified Main Street commercial district. The term of the agreement is for a period of two years and may be terminated by either party with thirty days written notice prior to the effective date of termination.

**Needed Action**

Authorize City staff to execute the proposed Memorandum of Understanding.



Virginia Main Street  
Biennial Memorandum of Understanding  
Designated Community  
2019-2020

SUMMARY

Main Street America (MSA) is the nationally-recognized downtown revitalization program anchored by the National Main Street Center's Four Point Approach. Housed since 1985 in the Virginia Department of Housing and Community Development (DHCD), the Virginia Main Street (VMS) program serves as the State Coordinating Program on behalf of the National Main Street Center (NMSC).

Participation in the Virginia Main Street program is based on successful completion of a competitive application process offered periodically by the state program. Successful applicants are granted status and services as a Designated Virginia Main Street Community. Designated programs that meet or exceed the National Main Street Center Standards of Performance are certified by the Center as Nationally Accredited Main Street Communities. DHCD technical assistance services, training, and grant opportunities are available to Designated Main Street and Nationally Accredited Main Street Communities who meet the requirements of this Memorandum of Understanding (MOU) and its Criteria for Designation and National Accreditation.

PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

This MOU is entered into and executed by the Virginia Department of Housing and Community Development (hereinafter referred to as DHCD) and Downtown Franklin Association (hereinafter referred to "DFA").

The purpose of this MOU is to clarify the expectations for DFA and DHCD as respects the Virginia Main Street Program.

## SECTION 1. EXPECTATIONS OF BMN

Continuing participation in the Virginia Main Street program and National Main Street Center (NMSC) requires adherence to and successful fulfillment of the Center's Standards of Performance. To that end, the DFA agrees to:

1. **Work in a traditional Main Street District as defined in VMS Program Guidelines Eligibility Criteria.** The Main Street District boundary is defined by the most recently submitted and VMS-approved boundary of the local program.
2. **Maintain an active public-private partnership with at least one (1) local government in which the Main Street District is located.** An annual/biennial agreement of services to be provided by each partner is strongly recommended. Financial, in-kind, and ongoing services should be defined in the agreement. A copy of the signed agreement should be transmitted to the Virginia Main Street staff.
3. **House the local program in an independent 501(c)(3) non-profit organization dedicated to the revitalization of the Franklin traditional historic downtown district.** Alternative organizational structure must be approved by written agreement with Virginia Main Street prior to program participation in the Virginia Main Street program. Altering the organizational structure or local affiliation of the DFA program without prior written authorization by Virginia Main Street may result in nullification of this agreement.
4. **Maintain an independent, active volunteer Board of Directors representing downtown stakeholders and the broader community, for the purpose of overseeing the vision, direction, and activities of DFA. It is recommended that:**
  - a. The Board should rotate no more than 1/3rd of its number in any given year;
  - b. Board members serve three-year terms with the option to rotate into a committee position at the close of their Board service. Board members may serve two consecutive terms; and
  - c. Officers not be eligible to chair a Main Street committee during their term as officers.
5. **Use the National Main Street Center's Four Point Approach** as the foundation for the DFA program's activities. Local programs may elect whether to employ Transformational Strategies incorporating each of the Four Points or to work in the traditional Committee structure: Organization, Design, Economic Vitality (Restructuring), and Promotion.
6. **Have sustainable program funding.** A diverse funding stream should include, but not be limited to: local and other government donations and sponsorships; business or

corporate donations and sponsorships; service and program fees, as appropriate; product sales; public or private grants; in-kind services, product donations; event fees; and other funding sources.

7. **Employ an Executive Director.** A full-time (40 hours weekly) professional executive director with education and/or experience in an appropriate field, such as economic development; public administration; non-profit management; historic preservation; urban/community planning and development; or business management. Rate of compensation should be commensurate with other economic development professionals and/or other non-profit executive directors in the area. Communities with populations under 5,000 can have success with a part-time director (a minimum of 25 hours per week).
8. **Incorporate administrative systems and structures.** Administrative systems and tools help effectively manage program activities throughout the organization while benchmarking progress. Each year a comprehensive work plan and budget should outline activities of the committees as well as those of signature programs or events.
9. **Maintain a copy of the current agreement between the organization and local government (if applicable).** A copy of the signed agreement(s) should be transmitted to the Virginia Main Street staff.
10. **Maintain Accreditation as a National Main Street Community by meeting or exceeding the National Main Street Center Standards of Performance as defined in all program documents and as assessed in the annual VMS Data Bonanza.**
  - a. If DFA program does not meet Accreditation standards for one (1) year based on the Annual VMS Data Bonanza, program areas of concern will be identified and a remedial plan of work will be developed by VMS Staff. Operational remediation will commence as follows:
    - i. **Remediation.** VMS, DFA and the City of Franklin will mutually agree to a performance agreement, with action items, deadlines and proposed outcomes that will bring the organization to accreditation standards;
    - ii. **Loss of Designation.** If, at the end of two (2) consecutive years of failing to meet accreditation, a Local Program does not perform to the NMSC Standards of Performance, the program may relinquish designation as a Virginia Main Street Community, return all DHCD-supplied signage, and remove any and all insignia identifying the program area and its supporting organization as a Virginia Main Street Community and a Designated Member of the Main Street America program. Undesignated

programs are encouraged to continue as a DHCD Commercial District Affiliate and Main Street America Standard Member for continued access to information and training as provided.

- 11. Maintain membership in the National Main Street network.**
- 12. Submit timely information (monthly reports due quarterly by the 15<sup>th</sup> of April, July, and October; annual Data Bonanza (by January 15<sup>th</sup>); other information as required). For National Accreditation eligibility, the following must be submitted no later than January 15<sup>th</sup> for the preceding year's activity:**
  - Annual submission of program progress measurement data (Data Bonanza)
  - Organizational information
  - Mission and Vision Statements
  - Most recent amended By-Laws
  - Work Plan with Budget for coming year
  - Board of Directors roster
  - Project/Committee Volunteer roster
  - Fund Development plan for coming year; assessment of report year fund development
- 13. Signed Virginia Main Street MOU.** This memorandum of understanding clearly specifies the responsibilities of the downtown organization, local government and VMS. Communities sign a memorandum of understanding every two years. All revisions to the signed memorandum must be proposed in writing to Virginia Main Street. Revisions must be submitted and approved in writing at least thirty (30) days prior to effective date.
- 14. Continue local program volunteer and staff development in the Main Street Approach by attending training as provided by Virginia Main Street and the National Main Street Center.** Attendance by an organizational representative at all VMS training is expected. Attendance at trainings sponsored by the Center is highly encouraged.
- 15. Maintain a historic preservation ethic.** Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of the existing building.



## SECTION 2. EXPECTATIONS OF VMS

VMS is committed to supporting the successful participation of DFA in the Virginia Main Street program. To this end, the Virginia Main Street Program agrees to provide the following services and support to DFA:

1. A minimum of two (2) on-site trainings per year, such as board retreat facilitations, or other technical assistance sessions as requested and program resources allow. These sessions will be provided by VMS Staff;
2. Technical assistance to DFA focused on specific outcomes as part of a Virginia Main Street Service Plan;
3. The opportunity to request annual program services in the form of on-site trainings, workshops, or other technical assistance through the Virginia Main Street annual contract with the National Main Street Center. Participation in these consultant services are limited and available only as resources allow (See **ATTACHMENT A: Designated Community Menu of Services**);
4. Electronic delivery of notifications for training opportunities, special events, and other communication as appropriate;
5. Access to the VMS Blog and Training Archives of digital materials relevant to the best practices of the Main Street Approach, downtown revitalization, community planning, and other topics as appropriate;
6. Technical assistance by telephone or email, as VMS staff time and resources allow;
7. A representative to participate in interviews with candidates for the position of Executive Directors, as VMS staff time and resources allow;
8. A representative at local government meetings as appropriate to advocate for VMS and the local program and as requested by DFA;
9. Technical assistance for areas of concern identified during the annual accreditation review or that may arise during the course of the program year. These services will be prioritized based on need and provided on a case-by-case basis;
10. Service and support as the statewide Coordinating Program for the National Main Street



Center. In this capacity, Virginia Main Street will provide accreditation recommendations to the Center, identify areas of concern for programs not meeting accreditation standards, and provide technical assistance in accordance with the agreed remedial program of work through the Virginia Downtowns program;

11. Grant and scholarship opportunities through the Virginia Main Street Grants program, as permitted by VMA resources;
12. Information and referrals regarding additional DHCD grants, programs, and service opportunities as available.

### **SECTION 3. ADDITIONAL MOU TERMS**

Virginia Main Street and Downtown Franklin Association jointly agree:

1. The terms of this MOU shall be in effect for two (2) calendar years commencing on January 1, 2019 and ending on December 31, 2020. This MOU will be reviewed every two (2) years. It may be revised through written agreement signed by both parties.
2. This MOU may be terminated by either party by giving written notice at least thirty (30) days before the effective date of termination. Reasons for termination may include, but are not limited to: non-compliance with this MOU. Main Street® affiliation and permission to use the Main Street® trademarked name will be revoked upon termination. Upon termination of this MOU all signs (road signs, banners, wayfinding signage, office or other signage); printed or electronic communication; maps, mobile applications, websites, social media, or other promotional vehicles containing Main Street® indicia must be returned to Virginia Main Street or removed from display.

Agreed to by:

**Downtown Franklin Association**

By: \_\_\_\_\_  
President or Chair of the Board Date \_\_\_\_\_  
  
\_\_\_\_\_  
Printed Name

**Virginia Main Street**

By: \_\_\_\_\_  
Program Manager Date \_\_\_\_\_  
  
Rebecca Rowe  
Printed Name

IN WITNESS THEREOF, the City of Franklin acknowledges Downtown Franklin Association's participation as a Virginia Main Street Designated Community organization and will actively support Downtown Franklin Association's efforts to revitalize the identified Main Street commercial district.

**City of Franklin**

By: \_\_\_\_\_  
City Manager Date \_\_\_\_\_



## **ATTACHMENT A: Designated Communities Menu of Services**

**Available on an annual, by request basis to Accredited Main Street program:**

### **Organizational Assessments**

- Tune-up visit by National Main Street Center program staff
- Annual analysis of progress measurement data (includes how to collect fiscal and employment data)

### **Technical Assistance by VMS staff and expert consultants**

- Strategic planning
- Meeting Facilitation
- Staff and Board coaching
- The following are dependent upon resource availability:
  - Design Assistance- site visit
  - Design Assistance- wayfinding visit
  - NMSC Technical Assistance Services
  - Retail Assistance – one-on one consultations

### **Training**

- Attendance at annual January Director's Retreat
- Tailored, on-site board, committee, and volunteer training upon request:
  - Virginia Main Street Regional Rev Ups are basic, half-day Main Street workshops in three regions across the commonwealth in the spring and fall, including:
    - Main Street Four Point Approach®
    - Committee-specific trainings
    - Board development, roles, and responsibilities
    - Fund development
    - Work plans & budgets
    - Non-profit support through the Center for Nonprofit Excellence, Charlottesville, VA
  - Virginia Main Street Downtown Intersections three-day annual conference provides education, inspiration, and connections for communities to build a strong foundation for revitalization efforts. These include:
    - Marketplace Development
    - The economic impact of promotions
    - Design guidelines for your Main Street District
    - Retail merchant training (limited, as resources are available)
    - Participation in VMS designated community webinars

- National Main Street Conference Scholarship eligibility
  - VMS State Conference scholarship eligibility
- Quarterly webinars to focus comprehensively on topics across the Main Street Approach and accessible to staff, board and committee members, and volunteers anywhere there is Wifi.

**Resource Materials**

- VMS Annual Statistics Reporting
- VMS Salary Survey
- VMS Blog
- VMS Design briefs
- VMS Technical Assistance Sheets
- Tailored VMS technical assistance sheets upon request (limited, as resources are available)
- VMS Training Archive

**Public Relations for Nationally Accredited Main Street Communities:**

- Display of the Virginia Main Street sign at gateways (Signs are property of DHCD-Virginia Main Street and must be returned if the Community leaves the VMS program)
- The use of the Virginia Main Street logo and “Virginia Main Street community” tag line on all local collateral materials (formerly accredited communities may not use the logos, “Main Street”, “Main Street America” in published materials.)
- The use of the Main Street America™ name and logo.
- VMS staff public appearances at community events, annual meetings, etc.
- Listing on VMS Display at events, etc.
- Link on the Main Street online travel itinerary ([www.virginia.org](http://www.virginia.org))
- Listing in Participation in VMS promotional materials, press releases for local use
- Listing and promotional opportunities on the Virginia Main Street Blog
- Listing on the Virginia Main Street Website
- Eligibility for VMS Milestones and Merit awards
- Promotion of VMS events & conferences
- Inclusion in all VMS consumer advertising



Office of The City Manager  
Amanda C. Jarratt

April 2, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Letter of Agreement between City of Franklin and the DFA

**Background**

As you all aware the City of Franklin has been a designated Main Street community since 1985. The current Letter of Agreement between the City of Franklin and the Downtown Franklin Association (DFA) has been in place since 2002. The Letter of Agreement outlines the commitments by the City of Franklin to the Downtown Franklin Association and the Downtown Franklin Association to the City of Franklin. Exhibit A is a list of specific performance metrics to be utilized to evaluate DFA. This was previously discussed in November of 2018 and tabled at that time. Changes to the document that was originally reviewed in November have been highlighted in yellow.

**Needed Action**

Authorization to execute the attached Letter of Agreement.



Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

**AGREEMENT  
BETWEEN THE CITY OF FRANKLIN  
AND THE DOWNTOWN FRANKLIN ASSOCIATION**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the City of Franklin, Virginia, a municipal corporation (hereinafter “the City”) and the Downtown Franklin Association, a Virginia non-stock corporation (hereinafter “the Association”).

WHEREAS, the Association has requested that the City appropriate to it certain funds on an annual basis with which; along with other funds obtained by the Association, the Association, in conjunction with the City, will implement the Main Street Program and take such other actions as it deems appropriate to promote business in the downtown service district; and

WHEREAS, the City, in lieu of continuing to implement the Main Street Program and otherwise engage in certain promotions on behalf of Downtown Franklin exclusively through a Department of Downtown Development, has agreed to provide funding, subject to annual appropriation by City Council, for the Association, in conjunction with the City, to perform such functions.

NOW, THEREFORE, the parties hereto, in consideration of the mutual promises set forth below, agree as follows:

**THE CITY AND THE ASSOCIATION AGREE TO:**

1. The Association shall have a Board of Directors. Hereinafter, the members shall be referred to in singular as Director or Board Member and in plural as Directors, Board Members, Board of Directors, or Board. The initial Board of Directors shall consist of twelve members. Thereafter, Board members shall be elected as provided below. Thereafter, the number of Directors may be increased to no more than 15 or decreased but to no less than 9 Directors. Directors shall be elected at an annual meeting of Directors and each Director shall have one vote to cast for the Director. Those receiving the greatest number of votes shall be deemed elected though not receiving a majority.







Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

Each Director shall hold office until his successor is duly elected. Any vacancy occurring on the Board during the term of a Director due to any cause shall be filled until the next annual meeting by the majority vote of the remaining Directors on the Board. The Directors shall be elected at the annual meeting of the Board of Directors as provided by the majority vote.

2. Designate the Executive Director (Downtown Development Manager) a city employee with respect to payment of salary, the granting of employee benefits and applicability of personnel policies and procedures; and
3. Designate the Executive Director (Downtown Development Manager) an Association employee with respect to the determination of job duties and responsibilities, the supervision of the employee and the evaluation of such employee, city staff to assist in such matters as requested by the Association Board or the President of the Association.

#### THE CITY AGREES TO:

1. Appropriate annual funds for the Association each fiscal year in an amount determined by City Council during its budgetary process to include revenue generated from the additional real property tax on property in the downtown service district and utilized as set forth in paragraph 2 below;
2. Appropriate annual funds in the amount specified in the Downtown Franklin Association Performance Criteria for each fiscal year (Exhibit A) and including revenue generated from the additional real property tax on property in the downtown service district, less an amount to be withheld and used for the salary and benefits of the Executive Director following expenses of the Main Street Program;
3. The City will act as Fiscal Agent as allowed by IRS regulations;
4. Provide in-kind services through its public works, electric, police, fire and rescue, recreation and other departments for the support of city sponsored downtown activities such as festivals and parades subject to the availability of personnel and equipment and budgetary impact of such departments, given their other duties and obligations as determined by the directors thereof or their designees;







Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

5. Provide the Association with an office or offices for its exclusive use;
6. Provide storage space for personal property of the Association at facilities designated by the city;
7. Assist in the advertisement of activities, promotions and festivals of the Association through City Clips, the City Web Site and the City Cable Television Channel(s);
8. Give advance notice to the Association of any capital improvements, repairs, street closings or other city activities which might have an effect on downtown business;
9. Give the Association, during regular business hours, access to all non-confidential public records which may assist it in performing its activities in the downtown service district;
10. Cooperate with the Association in meeting the objectives of the Main Street Program;

**THE ASSOCIATION AGREES TO:**

1. Employ such part-time employees as the Association deems necessary to assist the Director;
2. Utilize the office or offices, waiting area, storage room and conference room in the Visitors' Center/Train Depot, until such time the City provides a satisfactory, alternative location, have a staff person or volunteer serve as a guide for members of the public who visit the facility during regular business hours, subject to availability and coordinate the use of any conference room or display areas in that facility with the city and with other organizations;
3. Organize, advertise and promote events, activities, promotions, shows, ribbon-cuttings for new businesses and festivals in the downtown area;
4. Publish and coordinate an annual calendar of downtown events, promotions, shows and festivals for the calendar year;





Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

5. Serve as a liaison with and obtain assistance for downtown activities from Franklin Southampton Economic Development Inc., Franklin Southampton Chamber of Commerce, civic clubs, organizations and other associations;
6. Communicate with the city manager, or his or her designee, with respect to activities which shall occur downtown and may require city assistance and give advance reasonable and appropriate notice to the relevant departmental contact person of such activities, it being understood by the Association that failure to give reasonable advance notice may preclude assistance from the relevant city department;
7. Give advance notice to downtown businesses of capital improvements, repairs, street closings or other activities of the city upon receipt of notice of same from the City.
8. Take such actions required to ensure that the Main Street Program is carried on and thrives in the City.
9. Abide by all federal, state and local laws, regulation and procedures in conducting the various activities of the Association, it being understood that any failure to so abide will preclude assistance from the City and any of its departments in such activities;
10. Maintain 501 C 3 status from the IRS, failure to maintain such status shall make this agreement immediately voidable in the discretion of City Council;





Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

11. Provide to City Council annual and monthly reports per annual performance criteria Exhibit "A".
12. Provide to City Manager its budget request to City Council based on budget schedule all for City Departments.
13. Establish annual metrics for Association in conjunction with City Council's and the Downtown Franklin Association's vision, mission and goals as they relate to the Downtown Historic District, Virginia Main Street and National Main Street Criteria. Reference Exhibit "A"

It is understood and agreed that at least one member of City Council, nominated by City Council and elected by the Board of Directors of the Association shall be an ex officio of the Board of Directors on the Association.

This agreement shall extend from year to year on a fiscal year July 1-June 30 basis until one of the parties hereto gives the other notice by March 1<sup>st</sup> of any year that it wishes to terminate the agreement on July 1<sup>st</sup> of that year.

This agreement may be revised by an amendment in writing adopted by the Board of Directors of the Association and by City Council.





Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

In WITNESS WHEREOF, the parties have executed this agreement on the dates set forth below and it shall be effective on \_\_\_\_\_.

CITY OF FRANKLIN, VIRGINIA

BY: \_\_\_\_\_

Mayor

\_\_\_\_\_

Date

BY: \_\_\_\_\_

City Manager

\_\_\_\_\_

Date

DOWNTOWN FRANKLIN ASSOCIATION, INC.

BY: \_\_\_\_\_

President

\_\_\_\_\_

Date







Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

**Exhibit "A"**  
**2019 Performance Agreement**  
**DOWNTOWN FRANKLIN ASSOCIATION Performance Criteria FY 2019**  
**(July 1, 2019 – June 30, 2020)**

The purpose of this Performance Agreement is to provide funding to the Downtown Franklin Association in the amount of \$\_\_\_\_\_ appropriated and determined by City Council during its Fiscal Year 2019-20 budgetary process. This is an addition to revenue generated from the additional real property tax on property in the downtown service district and utilized as set forth in the Letter of Agreement between the City of Franklin and the Downtown Franklin Association dated April 1, 2019. This Performance Agreement clearly identifies specific performance expectations for the Downtown Franklin Association determined through the collaborated efforts of the Franklin City Council and the Downtown Franklin Association Board of Directors.

1. Provide to City Council annual and monthly reports within 30 days after the conclusion of each calendar year quarter, a written report of its activities, including an itemized report of revenue received and expenditures made during said quarter, provide the city with a copy of its IRS Form 990 at the same time that it is mailed for filing with the Internal Revenue Service, appear before City Council from time to time at Council's request, to report orally on the activities of the Association and make such suggestions and recommendations to Council as it may deem advisable with respect to downtown activities, facilities, parking, lighting, etc
2. Continue support of the Commercial Rehabilitation Loan Program loan and programs as presently operating;
3. Continue DFA Façade and Security Grants programs.
4. Continue fund raising and community events that support the Vision and Mission of the DFA and contribute to the sustainable diverse funding stream for the program.





Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

5. Obtain and coordinate a corps of volunteers to assist in the work of the Association, keep and provide to the City an annual record of the names of volunteers who have assisted and the total number of hours worked;
6. Identify and create a new Branding & Image process as suggested by Virginia Main Street (VMS) by **December 30, 2019**. This entails review of current branding, stakeholders' interview, visioning project conducted with Spark Mill professional (6-2017-orchestrated through VMS), Transformation Strategies Project conducted by VMS (10-2018), tours of community and businesses, bid proposals, presentation of findings, proposed brand, logo and artwork, etc. Funding will be from proposed Virginia Main Street branding grant and Downtown Franklin Association (DFA) matching funds.

**Objective:** To secure funding and begin implementation of the New brand for the DFA by **January 30, 2020**. Rebranding will include update of current website, promotional material, social media and other marketing products as determined by the process.

7. Continue Economic Development initiatives related to reducing the number of vacant and leasable first floor storefronts within the Historic Downtown District (special tax district).





Downtown Franklin Association  
120 S. Main Street  
Franklin, Virginia 23851

Telephone: 757-562-6900  
Fax: 757-562-5666  
E-mail: [downtownfranklin@beldar.com](mailto:downtownfranklin@beldar.com)

April 1, 2019

Objectives:

- A. Specific program for 2019: Startup Round 3 (to be identified Startup Franklin Southampton) - Continue Partnerships with Franklin Southampton Economic Development Inc. (FSEDI will take the lead for Round 3), Franklin Southampton Chamber of Commerce, and other potential funding partners similar to and including financial organizations from previous rounds. Note Startup Downtown Franklin was the official name for Rounds 1 & 2 initiated by a \$60,000 CBL (Community Business Launch) secured by the DFA in 2017 from VMS/DHCD and limited startup business to locate only in Downtown Franklin.
- B. Have a net positive percentage reduction in the number of vacant and leasable first floor storefronts within the Downtown District for FY ending December 30, 2020.

In WITNESS WHEREOF, the parties have executed this agreement on the dates set forth below and it shall be effective on \_\_\_\_\_.

CITY OF FRANKLIN, VIRGINIA

BY: \_\_\_\_\_

Mayor

\_\_\_\_\_

Date

BY: \_\_\_\_\_

City Manager

\_\_\_\_\_

Date

DOWNTOWN FRANKLIN ASSOCIATION, INC.

BY: \_\_\_\_\_

President

\_\_\_\_\_

Date







Office of The City Manager  
Amanda C. Jarratt

April 1, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Two Hour Parking Limit Downtown Franklin

**Background**

As you all aware the City of Franklin has a two-hour parking limit in the downtown area. This ordinance was enacted in 1962 and updated again in 1988. It has been enforced on and off in an irregular basis since that point in time. Recently, the Police Department was receiving an overwhelming number of calls and complaints regarding individuals violating the ordinance and no choice but to enforce the ordinance. Council requested that this item be placed on the agenda due to the public discussion.

Several months FSEDI conducted a parking survey that was completed by residents, downtown business and property owners, and patrons of local stores. That survey is attached for your reference. Also, as a result of this issue FSEDI staff polled downtown business hours regarding the two-hour parking restriction. Those results are as follows:

Total Number of Businesses Asked: 33  
In favor of two-hour parking: 13 (39.39%)  
Not in favor of two-hour parking: 15 (45.45%)  
No Clear Opinion: 5 (15.15%)

Out of the 33 businesses polled on the matter 14 commented on the business owners parking in the street spaces as the root of the issue. They felt if this issue could be solved, no parking limits would be needed. A few mentioned making the business owners and employees register their vehicles so the parking could just be enforced on them solely.

7 commented that they would be open to a longer timeframe and the ones that gave specifics said 4-5 hours (3).

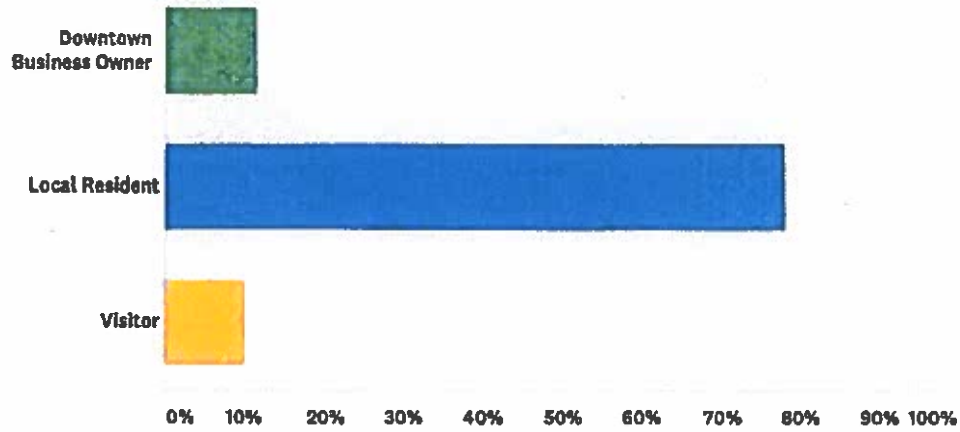
4 businesses shared that their customers/clients stay for longer than two hours to conduct business.

**Needed Action**

Provide guidance to staff regarding the ordinance.

### Q1 I am a:

Answered: 156 Skipped: 0



ANSWER CHOICES	RESPONSES	
Downtown Business Owner	11.54%	18
Local Resident	78.21%	122
Visitor	10.26%	16
<b>TOTAL</b>		<b>156</b>

<b>Location</b>	<b>Zip</b>	<b># of Answers</b>
Franklin	23851	91
Courtland	23837	27
Carrsville	23315	7
Capron	23829	4
Newsoms	23874	2
Zuni	23898	1
Seaboard, NC	27876	1
Sedley	23878	10
Como, NC	27818	2
Suffolk	23437	2
Ivor	23866	1
Norfolk	23509	1
Chesapeake	23321	1
Branchville	23828	1
Charlotte, NC	28262	1
Suffolk	23434	1
Portsmouth	23703	1
Gates, NC	27931	1
Boykins	23827	1
<b>Total</b>		<b>156</b>

## Q2 Please provide your zipcode:

Answered: 156 Skipped: 0

#	RESPONSES	DATE
1	23851	3/6/2018 11:13 AM
2	23851	3/6/2018 9:31 AM
3	23851	3/3/2018 8:45 AM
4	23837	3/2/2018 7:38 PM
5	23851	3/2/2018 5:16 PM
6	23851	3/2/2018 5:08 PM
7	23315	3/2/2018 5:04 PM
8	23851	3/1/2018 8:23 PM
9	23851	3/1/2018 5:59 PM
10	23851	3/1/2018 11:36 AM
11	23837	3/1/2018 11:00 AM
12	23851	3/1/2018 8:15 AM
13	23851	2/28/2018 3:20 PM
14	23851	2/28/2018 1:05 PM
15	23851	2/27/2018 6:07 PM
16	23851	2/27/2018 12:15 PM
17	23829	2/26/2018 6:58 AM
18	23851	2/26/2018 2:47 AM
19	23874	2/25/2018 7:52 PM
20	23851	2/25/2018 4:19 PM
21	23898	2/25/2018 1:40 PM
22	23851	2/25/2018 12:59 PM
23	23837	2/25/2018 10:49 AM
24	23851	2/25/2018 10:38 AM
25	23837	2/25/2018 12:04 AM
26	23851	2/24/2018 11:18 PM
27	27876	2/24/2018 10:40 PM
28	23851	2/24/2018 10:35 PM
29	23851	2/24/2018 8:15 PM
30	23837	2/24/2018 7:31 PM
31	23851	2/24/2018 7:08 PM
32	23851	2/24/2018 6:35 PM
33	23837	2/24/2018 4:47 PM
34	23851	2/24/2018 3:20 PM
35	23878	2/24/2018 11:38 AM

## Downtown Franklin Parking

SurveyMonkey

36	23878	2/24/2018 11:06 AM
37	23851	2/24/2018 11:02 AM
38	23837	2/24/2018 11:02 AM
39	23851	2/24/2018 10:51 AM
40	23851	2/24/2018 9:48 AM
41	23851	2/24/2018 9:37 AM
42	23878	2/24/2018 9:03 AM
43	23837	2/24/2018 8:51 AM
44	23837	2/24/2018 8:22 AM
45	23851	2/24/2018 8:04 AM
46	23837	2/23/2018 11:27 PM
47	23851	2/23/2018 11:14 PM
48	23878	2/23/2018 10:29 PM
49	23851	2/23/2018 9:55 PM
50	23851	2/23/2018 9:37 PM
51	23851	2/23/2018 9:02 PM
52	23851	2/23/2018 8:46 PM
53	23837	2/23/2018 8:31 PM
54	23851	2/23/2018 7:40 PM
55	23837	2/23/2018 7:22 PM
56	23851	2/23/2018 6:49 PM
57	23851	2/23/2018 5:46 PM
58	23851	2/23/2018 5:34 PM
59	23851	2/23/2018 3:55 PM
60	23851	2/23/2018 3:36 PM
61	23851	2/23/2018 3:06 PM
62	27818	2/23/2018 2:34 PM
63	23851	2/23/2018 2:16 PM
64	23837	2/23/2018 1:27 PM
65	23851	2/23/2018 12:37 PM
66	23315	2/23/2018 11:14 AM
67	23851	2/23/2018 11:13 AM
68	23851	2/23/2018 10:11 AM
69	23829 and 23851	2/23/2018 10:08 AM
70	23837	2/23/2018 9:53 AM
71	23851	2/23/2018 9:50 AM
72	23878	2/23/2018 9:47 AM
73	23851	2/23/2018 9:34 AM
74	23851	2/23/2018 9:08 AM
75	23851	2/23/2018 9:06 AM
76	23851	2/23/2018 7:40 AM

Downtown Franklin Parking

SurveyMonkey

77	23878	2/23/2018 7:30 AM
78	23851	2/23/2018 12:21 AM
79	23315	2/23/2018 12:12 AM
80	23837	2/22/2018 11:36 PM
81	23851	2/22/2018 10:25 PM
82	23851	2/22/2018 9:29 PM
83	23851	2/22/2018 9:28 PM
84	23851	2/22/2018 8:57 PM
85	27818	2/22/2018 8:50 PM
86	23437	2/22/2018 8:23 PM
87	23851	2/22/2018 8:02 PM
88	23837	2/22/2018 7:36 PM
89	23837	2/22/2018 7:22 PM
90	23851	2/22/2018 7:18 PM
91	23866	2/22/2018 6:16 PM
92	23509	2/22/2018 6:03 PM
93	23837	2/22/2018 5:51 PM
94	23851	2/22/2018 5:38 PM
95	23851	2/22/2018 5:37 PM
96	23874	2/22/2018 5:07 PM
97	23315	2/22/2018 4:48 PM
98	23851	2/22/2018 4:37 PM
99	23851	2/22/2018 4:33 PM
100	23321	2/22/2018 4:15 PM
101	23878	2/22/2018 3:53 PM
102	23828	2/22/2018 3:50 PM
103	23851	2/22/2018 3:28 PM
104	28262	2/22/2018 3:27 PM
105	23851	2/22/2018 3:00 PM
106	23851	2/22/2018 2:49 PM
107	23851	2/22/2018 2:40 PM
108	23837	2/22/2018 2:38 PM
109	23851	2/22/2018 2:32 PM
110	23315	2/22/2018 2:32 PM
111	23851	2/22/2018 2:23 PM
112	23829	2/22/2018 2:21 PM
113	23851	2/22/2018 2:16 PM
114	23851	2/22/2018 2:14 PM
115	23878	2/22/2018 1:52 PM
116	23851	2/22/2018 1:48 PM
117	23851	2/22/2018 1:40 PM



Downtown Franklin Parking

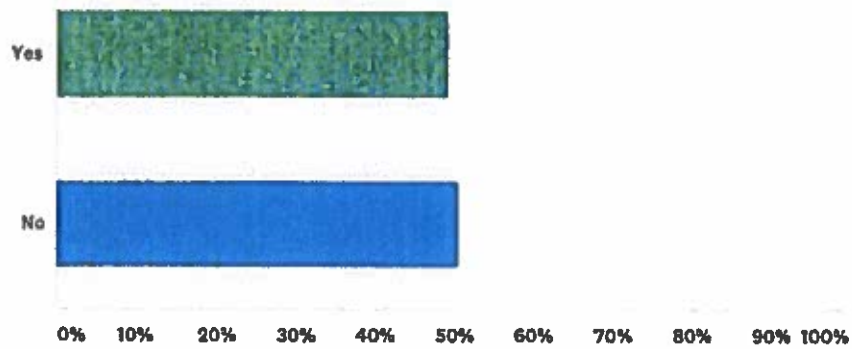
SurveyMonkey

118	23837	2/22/2018 1:35 PM
119	23851	2/22/2018 1:35 PM
120	23837	2/22/2018 1:31 PM
121	23837	2/22/2018 1:30 PM
122	23837	2/22/2018 1:29 PM
123	23829	2/22/2018 1:20 PM
124	23851	2/22/2018 1:11 PM
125	23837	2/22/2018 1:11 PM
126	23315	2/22/2018 1:09 PM
127	23851	2/22/2018 1:03 PM
128	23315	2/22/2018 1:00 PM
129	23434	2/22/2018 12:56 PM
130	23703	2/22/2018 12:47 PM
131	23851	2/22/2018 12:30 PM
132	27937	2/22/2018 12:02 PM
133	23837	2/22/2018 11:46 AM
134	23878	2/22/2018 11:36 AM
135	23827	2/22/2018 11:03 AM
136	23315	2/22/2018 10:55 AM
137	23851	2/22/2018 10:36 AM
138	23829	2/22/2018 9:58 AM
139	23851	2/22/2018 9:08 AM
140	23851	2/21/2018 10:33 PM
141	23851	2/21/2018 9:15 PM
142	23851	2/21/2018 3:00 PM
143	23851	2/21/2018 1:49 PM
144	23837	2/21/2018 1:16 PM
145	23851	2/21/2018 12:50 PM
146	23851	2/21/2018 11:44 AM
147	23437	2/21/2018 11:40 AM
148	23878	2/21/2018 10:41 AM
149	23851	2/20/2018 9:41 PM
150	23851	2/20/2018 5:23 PM
151	23851	2/20/2018 5:16 PM
152	23851	2/20/2018 5:05 PM
153	23851	2/20/2018 5:03 PM
154	23851	2/20/2018 5:01 PM
155	23851	2/20/2018 1:26 PM
156	23837	2/20/2018 11:38 AM



### Q3 Are you aware that Downtown Franklin street parking is limited to two hours on Monday-Saturday between the hours of 8:00 a.m. and 6:00 p.m.?

Answered: 154 Skipped: 2



**ANSWER CHOICES**

Yes

No

TOTAL

**RESPONSES**

49.35%

50.65%

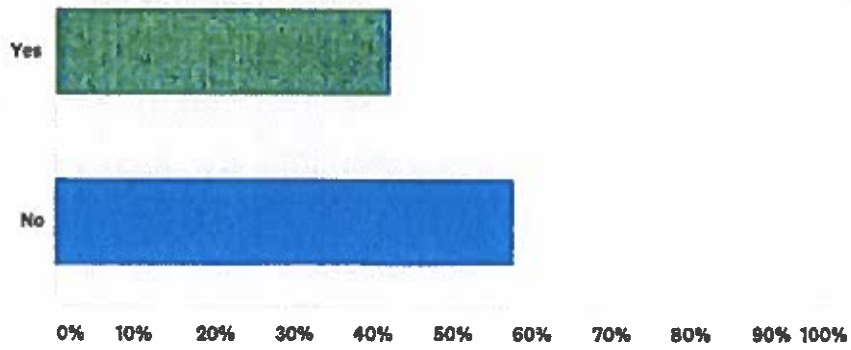
76

78

154

### Q4 Have you ever been deterred from visiting a business in Downtown Franklin due to a lack of available parking?

Answered: 154 Skipped: 2



**ANSWER CHOICES**

Yes

No

TOTAL

**RESPONSES**

42.21%

57.79%

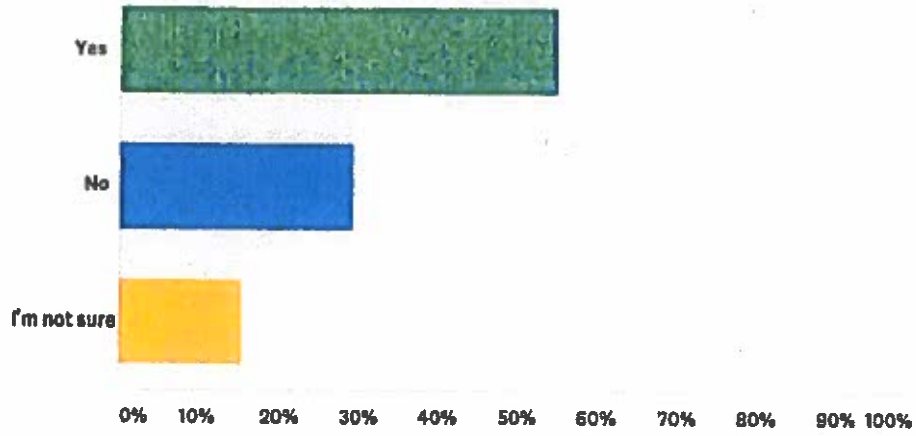
65

89

154

### Q5 Do you feel like public parking is adequately available in Downtown Franklin?

Answered 154 Skipped 2



**ANSWER CHOICES**

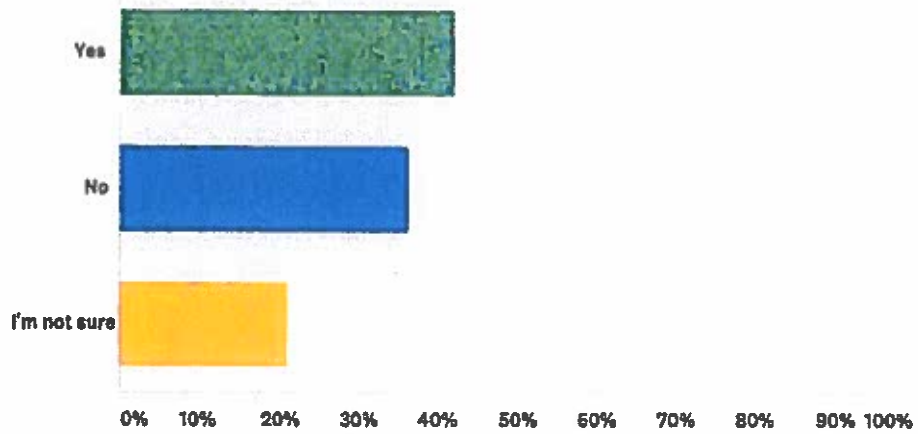
Yes  
No  
I'm not sure

**RESPONSES**

55.18%	85
29.22%	45
15.58%	24
<b>TOTAL</b>	<b>154</b>

### Q6 Is public parking adequately signed in Downtown Franklin?

Answered 154 Skipped 2



**ANSWER CHOICES**

Yes

No

I'm not sure

TOTAL

**RESPONSES**

42.21%

36.36%

21.43%

65

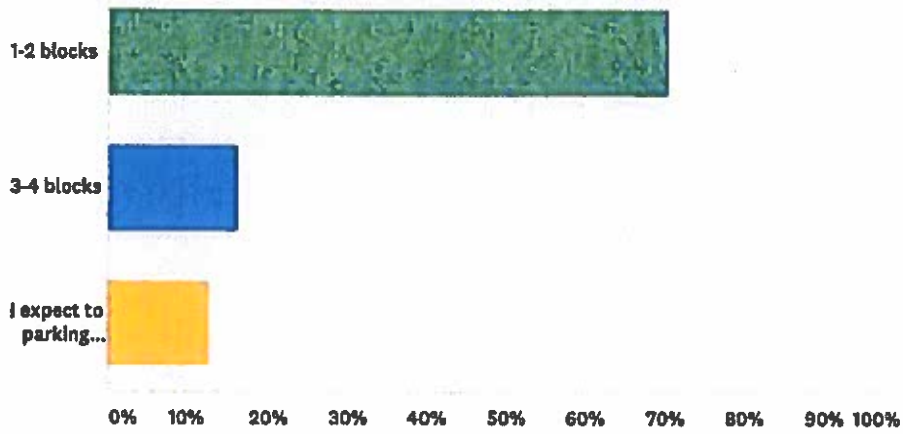
56

33

154

### Q7 How far are you willing to walk from the designated parking area in order to patronize a store?

Answered: 154 Skipped: 2



**ANSWER CHOICES**

- 1-2 blocks
- 3-4 blocks
- I expect to parking directly in front of the business I am visiting.

**RESPONSES**

ANSWER CHOICES	PERCENTAGE	COUNT
1-2 blocks	70.78%	109
3-4 blocks	16.23%	25
I expect to parking directly in front of the business I am visiting.	12.99%	20
<b>TOTAL</b>		<b>154</b>



## Q8 Please provide any overall thoughts/comments/suggestions concerning Downtown parking:

Answered: 111 Skipped: 45

#	RESPONSES	DATE
1	To many down town employees are parking in front of other business spaces and are parked there 8am-5pm.	3/6/2018 11:13 AM
2	Business owners/employees should be using the lots off street so customers can park closer to the store they want to go to. Also, it's EXTREMELY rude when business owners/employees park in front of someone else's business so there is room for their customers to park in front of theirs. This happens all the time. Anonymous	3/6/2018 9:31 AM
3	Need ha handicapped signage on each section of streets. Store owners shouldn't park in parking spots. Is flooring business parks truck on second avenue in the first parking slot	3/3/2018 8:45 AM
4	Not really any good places to eat or shop. Why we are worried about parking it beyond me. Should be worried about getting business- and not second hand stores or churches	3/2/2018 5:16 PM
5	Parking wouldn't be an issue if business owners did not park on the streets taking up places for customers. I find this occurs frequently. They are only hurting themselves.	3/1/2018 11:36 AM
6	Why isn't the Police enforcing the parking laws? I see the same cars parked on Main Street day after day. I'm assuming these are employees. Shouldn't they be ticketed?	3/1/2018 8:15 AM
7	I am aware business owners and employees park in front of their store all day. Are signs adequately placed on street that they cannot park all day?	2/28/2018 3:20 PM
8	good parking	2/28/2018 1:05 PM
9	Business owners and employees should be advised to use public parking lots instead of taking up storefront spaces. City can improve lighting around public parking lots and side streets	2/27/2018 6:07 PM
10	Downtown parking is adequate. Many historic districts throughout Virginia have parking lots on the edge of their downtown's within walking distance. It might benefit downtown to use the old Be-Lo lot for added parking in the future.	2/26/2018 6:58 AM
11	We need safer places to park and to get our vehicles in and out of safely as well	2/26/2018 2:47 AM
12	I don't visit downtown Franklin that often. Miss Sandra's and the previous restaurant across the street.	2/25/2018 7:52 PM
13	Franklin needs more parking.	2/25/2018 4:19 PM
14	Limited at best	2/25/2018 1:40 PM
15	Never had a problem. Only congested when car shows are going on. But I love your downtown events.	2/25/2018 12:59 PM
16	Currently there is limited space for parking and when the streets are full it is hard for travelers going through connecting streets to see. I'm always afraid to pull out because it is hard to see through the vehicles parked on the sides of the street.	2/25/2018 10:38 AM
17	Going to Sheer Madness is sometimes very challenging because all close parking places are taken by the pet groomers and social services or whatever that business is opposite them. The close parking lot is PRIVATE. It is especially hard for seniors.	2/25/2018 12:04 AM
18	More streets lights as it seems a bit dark in the evening.	2/24/2018 10:40 PM
19	I have noticed that a few store owners/workers park all day long along the area in front of their neighbors' businesses, but close to their own. I think that they should have to obey the 2-hour parking limit, too, and should seek other parking options than right on Main Street. I think it sends a message that their having a convenient parking spot is much more important than their potential customers having one.	2/24/2018 10:35 PM
20	More police presence..	2/24/2018 7:31 PM

## Downtown Franklin Parking

SurveyMonkey

21	need to address areas where parking is available such as where businesses have closed.	2/24/2018 7:08 PM
22	I've never really had a problem!	2/24/2018 6:35 PM
23	I have never had any problems parking downtown.	2/24/2018 4:47 PM
24	I wish parking was an issue.	2/24/2018 3:20 PM
25	None	2/24/2018 11:06 AM
26	Normally parking is not a problem other than when there is something going on unusual. I don't mind parking a block or two away from where I am going so it is usually not a problem for me.	2/24/2018 11:02 AM
27	The spaces need to be marked. People are notorious for not pulling up close enough to the car in front. Lots of space is wasted. So if you actually marked off the curb size parking spaces maybe people would park a little better. I've seen times when 2 more cars could have parked curb side but because several cars parked and left too much space between cars, the space is wasted.	2/24/2018 11:02 AM
28	If more stores come downtown, parking would be a big problem.	2/24/2018 10:51 AM
29	Prohibit business owners from parking on the street in front of their business. Save the parking spaces for customers.	2/24/2018 9:37 AM
30	Only problem I have is near Manry Rawls and Liberty Coins. On certain days there is no parking available in that block.	2/24/2018 8:51 AM
31	I always feel like I'm parking in places that are for customers of businesses other than the one I'm going to. The signage often reflects that.	2/24/2018 8:22 AM
32	I don't think there is a problem	2/23/2018 11:27 PM
33	I didnt know we had a parking problem.	2/23/2018 11:14 PM
34	I have no problems with the parking.	2/23/2018 10:29 PM
35	More Parking may entice more citizens and visitors to visit and shop	2/23/2018 9:55 PM
36	The only area that I may have had a problem with parking was near Barrett's Landing during an event.	2/23/2018 9:37 PM
37	I've never had a problem. I also use lot across from Fred's when needed.	2/23/2018 9:02 PM
38	I don't like parallel parking	2/23/2018 7:40 PM
39	Parallel parking defers customers	2/23/2018 6:49 PM
40	There should be more designated parking for patrons.	2/23/2018 5:46 PM
41	Have never had any trouble finding parking. Even during special events WBJ or Cruise In.	2/23/2018 3:06 PM
42	For a long time, I never knew the small public parking lot by the fire station was actually available for public use! There would be no spots available near the stores I needed to go to and I would drive around a few times until frustration took over and I decided to come back another time.	2/23/2018 2:34 PM
43	The 2 hour street parking is not enforced. Several business owners park on the street all day and make it difficult for customers/patrons to find a parking space.	2/23/2018 2:16 PM
44	I usually use the parking lot in front of Fred's to walk to the cats meow or Moore's	2/23/2018 11:14 AM
45	Put in parking meters	2/23/2018 11:13 AM
46	I have never had a problem with downtown parking	2/23/2018 10:08 AM
47	Business owners and employees should not park on main st., Maybe assign spaces in public lots	2/23/2018 9:50 AM
48	I work at a business on Main Street that has its own private parking lot for our business. We witness all the time it being used for other business visits. So...parking is definitely a problem.	2/23/2018 9:47 AM
49	Additional parking is needed for our growing businesses and residential areas downtown.	2/23/2018 9:08 AM
50	None	2/23/2018 7:40 AM
51	Parking is not an issue	2/23/2018 7:30 AM

## Downtown Franklin Parking

SurveyMonkey

52	Additional down town parking would help the businesses attract patrons. Parking is one of the draw backs of shopping down town or owning a business there. There are many days I have to circle blocks a couple times to avoid have to walk a couple blocks . Even if there were public parking lots centrally located that would help. I love shopping down town it's beautiful and great shops and would love to see even more shops open.	2/23/2018 12:21 AM
53	Sound ordinance is needed.	2/22/2018 10:25 PM
54	There are a couple of old building near post office that have been vacant since 1999. So tear them down & make public parking.	2/22/2018 8:57 PM
55	Love We Be Jammin on Thursday...we attend as many as we can.	2/22/2018 8:50 PM
56	Never had a problem with parking except certain areas where the store owners and their staff park in front of their store. Sometimes hard to get into Richwood Graphics because of the lawyers from Public Defenders office and Dan Crumpler office parked in front.	2/22/2018 8:02 PM
57	I avoid shopping in Franklin as much as I can because it is so hard to find parking. Wish there would be adequate parking within a block of walking to where I want to go .	2/22/2018 7:36 PM
58	Downtown Franklin's parking seems to be adequate, whether I'm visiting on the average day or during a busy event (such as the downtown trick or treating).	2/22/2018 7:22 PM
59	Get this fixed!!	2/22/2018 7:16 PM
60	Keep it free and well marked.	2/22/2018 6:16 PM
61	If store owners and employees are still parking in front of their businesses then they are to blame for customer complaints.	2/22/2018 6:03 PM
62	With parking on the street it can be hard to see traffic at intersections at times.	2/22/2018 5:51 PM
63	I only seen parking issues during big events (we be jammin, fall block party etc.)	2/22/2018 4:37 PM
64	Only during the fall festival or Christmas parade is parking an issue	2/22/2018 4:33 PM
65	N/A	2/22/2018 4:15 PM
66	I have MS and can't walk very far, so unless I take my power chair, I need to park as close to business as possible. A lot of times, can't park close to or in front of business.	2/22/2018 3:53 PM
67	Increase the time of street parking	2/22/2018 3:50 PM
68	There my need to be more signs for parking.	2/22/2018 3:28 PM
69	They need to either add additional parking that would be free or make the time longer	2/22/2018 3:27 PM
70	While I am willing to walk, I am sometimes frustrated that the "same" cars seem to be parked in front of the same businesses day after day. Seems that some regulars (or more likely owners/employees) are taking up the close spaces. Not how my Dad taught me one runs their business!	2/22/2018 3:00 PM
71	We need another parking lot.	2/22/2018 2:49 PM
72	I like that parking is free!	2/22/2018 2:40 PM
73	I work on Main St. We have a parking lot but I know some businesses are limited to street parking.	2/22/2018 2:38 PM
74	Owners parking in front keeps customers away	2/22/2018 2:32 PM
75	N/A	2/22/2018 2:32 PM
76	Over all I've never had a problem finding somewhere to park. It would be easier if available parking areas were identified with a sign, especially during events.	2/22/2018 2:23 PM
77	I was pleasantly surprised recently to find all on street parking spaces taken in the vicinity of Manry Rawls and Parker, Clark, and Crumpler. Hopefully, downtown businesses are really busy!	2/22/2018 2:21 PM
78	Customers are not a priority; as business owners park in front of their stores.	2/22/2018 2:16 PM
79	Need handicap parking on Main Street	2/22/2018 2:14 PM
80	I would like to see the 2 hr. limit enforced.	2/22/2018 1:46 PM
81	I have lived here all my life so I don't see a problem but visitors sometime do, especially if coming to town for a meeting that might be longer than 2 hours.	2/22/2018 1:40 PM



## Downtown Franklin Parking

SurveyMonkey

82	I have never had a problem finding a parking place close to the business I am visiting. It may not be right in front of the door but never walk that far!	2/22/2018 1:35 PM
83	Unique signage to clearly indicate public parking lots and entrances. "You Are Here" street layout signboards. Parking spaces large enough for SUVs, 4WD pickups, etc. Designated parking for employees of businesses.	2/22/2018 1:31 PM
84	I have no problems parking downtown when I go.	2/22/2018 1:29 PM
85	I think that more signage needs to be up to show where public parking is and it needs to be enforced that the street parking is 2-hour parking.	2/22/2018 1:20 PM
86	The parking lot next to the post office is in bad shape.	2/22/2018 1:11 PM
87	I'm not sure if anyone actually monitors the 2 hour parking. I've seen cars parked on the street in the same space all day for consecutive days. I assumed they are employees. It just becomes a problem for me if I'm in a hurry (lunch break) and don't have time to look for a parking space and then have to walk a block.	2/22/2018 1:11 PM
88	Wish they would mark parking spaces so people would park better and parking only on one side of a one way street	2/22/2018 1:09 PM
89	Business owners and employees should not routinely use street parking. Removing these vehicles from the street will open parking for downtown guests and fix any ongoing parking problem.	2/22/2018 1:03 PM
90	I was not aware of the two hour parking regulation because I have never seen a sign where I normally park.	2/22/2018 1:00 PM
91	I am one of many who have limited walking abilities. An electric powered shuttle could help get people to and from stores	2/22/2018 12:56 PM
92	It must be enforced if we are to have adequate parking spaces & require business owners to park elsewhere to leave access for public to park near businesses.	2/22/2018 12:30 PM
93	Business owners or their employees should not be allowed to park in front of that business. I see this alot.	2/22/2018 11:36 AM
94	None	2/22/2018 11:03 AM
95	Business owners seem to take the prime on street parking spaces. Police need to ticket those who exceed the 2 hr. parking restriction or do away with it.	2/22/2018 10:55 AM
96	Sometimes when you park in front of the stores the cars park so close to you, you get blocked in.	2/22/2018 10:36 AM
97	In the prime spots, parking is very limited.	2/22/2018 9:08 AM
98	Seems adequate	2/21/2018 10:33 PM
99	We're in the old D&D Auto supply building, now rented by 4X Industrial. I'm Tex Wade, Safety Manager for 4XI. I have to park in the closed bank building parking lot, because there is no other place close by to park. The small space in front of our office is too close to the busy road and too dangerous also. The space along the west side of the building does not have space enough for 4 vehicles. The rear of the building is very narrow and muddy. Tex Wade 31281 Piney Wood Hill Dr. Franklin, Virginia 23851 cell 757-646-2277	2/21/2018 9:15 PM
100	More signs for parking	2/21/2018 1:16 PM
101	Business owners and employees of businesses in Downtown Franklin should never park on Main St while at work Mon-Sat during the hours of 8:00AM-6:00PM! This needs to be strictly enforced! Hard to create a shopper/customer-friendly area when business owners and employees of Downtown businesses contribute to the problem of parking for shoppers/customers!	2/21/2018 12:50 PM
102	Employees of downtown businesses should never take a parking space on the road. Should be a rule.	2/21/2018 11:44 AM
103	Franklin is so small, with so little downtown to offer anyway, I really think there shouldn't be an issue with the parking...Just being honest.	2/21/2018 11:40 AM
104	I think there is a lot of "public" parking that people really aren't aware of - like the FBC I believe is considered public parking. I think people only see the area at the Franklin Fire Station as public parking.	2/21/2018 10:41 AM
105	I have always found parking within a couple of blocks	2/20/2018 9:41 PM

## Downtown Franklin Parking

SurveyMonkey

106	Business owners should be able to park to load and unload then utilize public/private parking options ... leave the street parking for potential customers.	2/20/2018 5:23 PM
107	Maybe have more handy cap parking	2/20/2018 5:16 PM
108	There seems to be different rules for different businesses. The Main Event seems to be able to block off at any time whenever they want to instead of using the parking across from Fred's.	2/20/2018 5:05 PM
109	If everyone involved will work together and be considerate of others, there should be adequate and convenient to everyone.	2/20/2018 5:01 PM
110	Parking in Downtown is fine, however business owners should be accountable to the two hour time limit and not park directly outside their storefront the entire day	2/20/2018 1:26 PM
111	Looking forward to solving these issues.	2/20/2018 11:38 AM





Office of The City Manager  
Amanda C. Jarratt

April 2, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Employee Paid Long Term Care Insurance Program

**Background**

The Virginia Retirement System (VRS) is pleased to offer an opportunity for you to adopt an employee-paid long-term care insurance program through Genworth Life Insurance Co.

The Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program provides a maximum monthly benefit for covered long-term care expenses. All active employees over age 18 working at least 20 hours per week are eligible for the program provided they meet underwriting requirements. Employees under age 66 may apply for coverage with limited medical underwriting requirements during open enrollment September 16 – October 11. There is no maximum age limit for employees to participate. Select family members between the ages of 18 and 75 may also apply; however, they must complete full medical underwriting.

If you the City of Franklin chooses to adopt the program, the agreement must be signed and postmarked by June 14.

The Commonwealth of Virginia Voluntary Group Long-Term Care Insurance Program is employee-paid, and there is no cost to the employer to elect it.

**Needed Action**

Authorize execution of the required documents and participation by the City of Franklin employees.



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500  
Richmond, VA 23218-2500

## Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program Employer Adoption Agreement

---

THIS AGREEMENT (the "Agreement"), executed this [insert date] 8th day of April, 2019, is by and between [insert Locality, School Division, or Other Political Subdivision] City of Franklin (the "Employer") and the Virginia Retirement System (the "Plan Sponsor") (hereinafter collectively referred to as the "Parties").

### WITNESSETH

WHEREAS, the Commonwealth of Virginia has established, and the Plan Sponsor is responsible for, the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program (the "Plan") in which employees of local governments, local officers, and teachers, as defined in § 51.1-513.3 of the *Code of Virginia* (the "*Code*"), as amended, may participate; and

WHEREAS, pursuant to the same section of the *Code*, the Employer desires to enter into this Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees; and

WHEREAS, the official entering into this Agreement is duly authorized on behalf of the Employer's governing body.

NOW, THEREFORE, in consideration of the premises herein, the Parties agree as follows:

- 1) The Plan Sponsor represents and warrants to the Employer that it will comply with all applicable laws affecting the Plan.
- 2) The Plan Sponsor represents to the Employer that it will provide sufficient services to administer the Plan and to appropriately respond to inquiries by employees and participants.
- 3) The Employer acknowledges and agrees to the terms and conditions established in the Plan.
- 4) The Employer agrees to provide the Plan Sponsor's selected long term care insurance carrier with a mail file of all active employees, in the format provided by the insurance carrier.

- 
- 5) When requested by the Plan Sponsor or the insurance carrier, the Employer agrees to permit the Plan Sponsor's selected long term care insurance carrier to conduct group and individual meetings for the purpose of explaining the Plan or enrolling employees on the Employer's premises during normal working hours subject to such reasonable restrictions that the Employer communicates in writing to the Plan Sponsor and that are accepted by the Plan Sponsor.
  
  - 6) This Agreement may be amended from time to time by written agreement between the Plan Sponsor and the Employer.
  
  - 7) The term of this Agreement shall be for three years beginning on the date of its execution, and thereafter may be terminated by either party upon 60 days written notice to the other party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed, intending to be bound thereby.

**Employer**

**Virginia Retirement System**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Date: \_\_\_\_\_, 20\_\_



Ordinance 2-62

Whereas, City Charter Section 3.08 (f) and City Code Section 2-61 (b)(4) provide that the City Council may adopt an ordinance at any time, and from time to time, to add one or more council members as commissioners of the Franklin Redevelopment and Housing Authority to serve a term of four years, that the council members will receive no compensation for serving as commissioners of the authority, and that the council members shall not continue to serve as commissioners after ceasing to serve as a member of the City Council, now, therefore:

I move for the appointment of City Councilmembers Linwood Johnson and Gregory McLemore to serve as Commissioners on the Board of the Franklin Redevelopment and Housing Authority for a term of four years; that they shall possess all powers and duties granted to or imposed upon redevelopment and housing authorities by general law; that they will receive no compensation for serving as commissioners of the authority; and, that the council members shall not continue to serve as commissioners after ceasing to serve as a member of the City Council.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Adopted this 8<sup>th</sup> day of April 2019

\_\_\_\_\_  
Frank M. Rabil, Mayor

\_\_\_\_\_  
Amanda C. Jarratt, Clerk of Council



Office of the City Manager  
Amanda C. Jarratt

March 19, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **Open Positions Update**

- Interviews for the position of Director of Parks and Recreation were held March 5<sup>th</sup> and March 7<sup>th</sup>. These are being delayed due to the budget process.
- The Director of Human Resources is scheduled to start on April 22<sup>nd</sup>
- Interviews for Police Chief are scheduled for April 19<sup>th</sup>.
- The next wave of advertisements will include the Fire Chief and Finance Director.

### **Budget Process**

- April 14, 2019 Release Advertisement for Public Hearing
- April 22, 2019\* 6:00 P.M. – Tentative Budget Work session (as necessary)
  - 7:00 P.M. – Public Hearing(s) on the FY 2019-2020 Proposed Budget
- April 29, 2019 City Council Considers action on School Board Budget
- May 13, 2019\* City Council Considers Action on FY 2019-2020 Budget, Sets Tax Rates and Adopt Budget Resolutions

### **General Update**

- Staff met with Davenport to discuss preparation for the costs of Southampton County Courthouse. Davenport would like to schedule one hour discussions with each of you on April 15<sup>th</sup> and 16<sup>th</sup>. I will be scheduling these meetings with you in the near term.
- 

### **Upcoming Community Events**

- The Franklin Cruise In Kick Off, Vintage Fair, and Automotive Swap Meet is scheduled for April 27<sup>th</sup> in Downtown Franklin. Franklin's Market on Main will be open from 9:00 a.m. to 5:00 p.m. in conjunction with this event.
- The Franklin Garden Tour is scheduled for April 27<sup>th</sup>. Tickets are available at local area businesses.
- The Small Business Appreciation Cookout sponsored by Franklin Southampton Economic Development, Inc. is scheduled for May 9<sup>th</sup> at the fairgrounds.